Newport News
Where Great Things Are Happening

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"YOU WANT TO BE A PART OF THIS!"

BUSINESS ANALYST B

What would a typical day on the job be like — what type of work would I do?

Are you a technical expert who enjoys troubleshooting problems, conducting research, and recommending solutions? Well this is the perfect opportunity for you!

The Business Analyst position is responsible for the development, implementation, and support of computer software applications as it relates to a specific City department. Internal departments rely on this position to assist with troubleshooting software issues, recommend solutions, and implement software upgrades. Analysts must ensure that software is reliable, secure, functional, and cost-effective for the City.

In addition to the technical support this position provides, there will also be a responsibility to manage inventory of hardware and perform routine diagnostics and maintenance of the equipment. The Business Analyst will also provide system and software documentation, like operator and user manuals, and schedule training as needed for employees.

In order to analyze departmental and business needs, you may also conduct research and provide solutions to within the City, providing new ideas for technology services that will improve business needs.

This position frequently communicates with multiple departments and provide customer service, so clear communication skills and the ability to create interpersonal relationships are a must! There is also some documentation and administrative work required.

The Business Analyst position an instrumental position for keeping the City running. Analysts are required to be on "standby," in an on-call rotation with other Analysts to ensure quick resolutions and technical support after hours.

How much money can I make?

The salary range for this position is $49-$85k. Salary ranges are competitive based on qualifications and experience. In addition to salary, the City offers a comprehensive benefits package designed to meet all of our employee's needs!

What does career advancement look like in this position?

There are several levels of Business Analyst, with B being mid-level. There are promotional opportunities to Business Analyst C, and management and lateral opportunities. You will have exposure to the Information Technology department as a whole, which will provide the opportunity to continuously develop and enhance your knowledge of policies and process. We believe that long-term career growth is a key aspect of job satisfaction!

What are the qualifications for this position?

This position requires a Bachelor's Degree in Computer Science, Information Systems or a related field with 3 – 4 years of experience in business analysis and applications development or an equivalent combination of education and experience.

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record will also be required.

Why should I work for the City of Newport News?

The City of Newport News is an organization committed to excellence in public service with strong communication and teamwork. As an established employer of choice in the Hampton Roads area, the City is also dedicated to maximizing employee potential. Join the City Newport News and embrace the City's values of "Commitment, Caring and Collaboration."

Other stuff that's good to know:

The City of Newport News offers a comprehensive benefits package to include a Virginia Retirement System defined benefit and defined contribution plan, medical, dental, vision, and a variety of wellness initiatives. We offer great training programs for new and current employees, competitive pay, and paid time off! Come join a team that treats you like family and emphasizes open communication!

TO APPLY:

If interested in learning more about this opportunity, including position requirements, and to apply visit www.nnva.gov/jobs.